

PROGRESS *your* CAREER



Community Nursery Nurse Band 4 (Health visiting)

Job Description and Person Specification

Job Description

JOB TITLE: community nursery nurse

BAND: 4

RESPONSIBLE TO: Team Lead

KEY RELATIONSHIPS: Operational Lead

Internal	External
Own Team Line Manager Health Visitors School Nurses Infant Feeding and Healthy Eating Team Immunisations Team Safeguarding Team Child Health Team Children's Development Centre (CDC) MASH Team Therapists Team Leaders	Collaborative Care Social Services Acute Hospital Children's Centres Schools General Practitioners Parents Children and Young People Social Services

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The expectation of this post holder will be to support their team, department, and organisation to achieve the Trust's Values in their day-to-day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative, and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity, and choice.

The post holder will achieve this by; assisting the Integrated Universal and Early Intervention Teams in the delivery of their clinical duties through provision of clinical support to ensure that systems are in place and maintained to enable smooth processes for service delivery. This will involve carrying out health reviews, dealing with general queries from the public, either face to face or over the phone.

The Nursery Nurse will work co-operatively as a member of the Health Visiting Team, under the supervision and instruction of the Health Visitor, to assist with clinical and clerical support to the Team in promoting the health and wellbeing of families and children under the age of 5 years old.

The post-holder will assist the Team to provide support and advice to children, carers, and parents to improve health and inclusion, and to tackle inequality of health care taking into consideration levels of deprivation and ethnic diversity within the caseload locality.

The post holder will assist the Health Visitor in the delivery of clinical activity in Clinics, Children's Centres, homes, and other identified venues. The post holder will support the provision of basic screening, immunisation, Health Promotion, and parenting programmes.

The post holder will consistently deliver a "client-focused" service which promotes good customer service and effective working relationships.

The post holder will have an awareness of child protection issues and report concerns to the health visitor.

The post holder will support their peers and team leader and be an effective team member whilst working on their own initiative. They will have a commitment to collaborative working and actively support and liaise with other health and social care professionals and agencies.

Key Responsibilities

- To work as a member of the Health Visiting Service seeking advice and guidance from the health Visitor where required.
- To assist the Team to identify health needs of children under 5 years of age and their families.
- To implement individual and group programmes of care for families, children and carers identified within National and Local Agendas and Priorities.
- To work with team colleagues in the induction of new team members.
- To provide developmental screening of children as requested by concerned carers/parents and professionals in liaison with the Health Visitor
- To record accurately in the Childs Record and other professional records as per Trust policies ensuring that these are kept up to date.
- To assist with Breast Feeding and Ante Natal sessions as required
- To plan, prepare and provide health information for children, families, and carers.
- To participate in Team health promotion and health education activities as required including Child Health Promotion clinics.
- To assist the Team in identifying children/young people who have inclusion difficulties because of their health, development, behaviour, or who are socially disadvantaged (Children in Need, 1989 Children's Act 2004)
- To act in accordance with Trust policy and guidelines regarding Child Protection as set out in the Child Protection Manual, the London Child Protection Procedures and local Identification and Tracking procedures including escalation of concerns identified.

- To participate in health led services as directed by the Health Visitors in accordance with Trust guidelines/procedures/policies/protocols.
- To carry out home visits as appropriate and directed by the health visitor.
- To be aware of Trust policies / protocols / guidelines.
- Cover other teams/services, where necessary, which may require working on other sites.

Clinical Skills

- Further professional knowledge will have been gained through accredited courses workshops, study and in house training programmes.
- To be responsible, and accountable, for service delivery to clients/patients.
- To be able to assess and develop plans of care to meet the complex needs of patients with a variety of conditions. This includes chronic, acute, and palliative care within own competencies, recognising own limitations and seeking advice when necessary. This will include continuously evaluating and acting on outcomes.
- To be able to initiate referrals to other health professional specialist services and agencies.
- To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence, and quality of life.
- To ensure practice is supported by research, evidence-based practice, literature, and peer review.

Leadership

- To participate in the development of an effective team and the development of productive working relationships throughout the Trust.
- To actively promote integrated health professional working internally and externally.
- To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols, and guidelines.
- To participate in the audit process, linking in with the clinical governance agenda.
- To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.

Administration

- To be computer literate and encourage implementation of the Trust's IM&T Strategy.
- To ensure accurate recording of actions, and updating patient's records, always maintaining confidentiality.
- To take part, and assist, in the planning and administration relating to day to day running of the caseload.
- Maintain accurate record keeping using RiO.
- Support the maintenance and use of RiO (electronic record system) to assist the Child and Family Health team with the management of new births, transfer ins, transfer outs, targeted work as well as any other follow ups
- Distribute information enabling the sharing of good practice.
- To assist the RiO team in the quality improvement of the system.
- To maintain and collate information and to contribute to the auditing process.

Communication

- To have a wide range of knowledge in approaches to communicating and managing patient care.
- Recognising and responding to clients who have communication barriers and booking interpreters when required.
- To be able to effectively communicate with colleagues, peers, senior managers, and clinical leads within the Trust.
- To attend Health Forums and Team meetings and to attend other meetings as requested by the Operational Lead and/or Team Leader.
- To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
- Participate in the review and development of clinical policies and identifies improvements to service provision.

Training

- To receive mentorship, clinical and child protection supervision
- Ensure students are actively supported to enable them to achieve their learning needs.
- To ensure own continued professional development and support a culture of lifelong learning in self and others.
- To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
- To support new staff and their integration within the team.
- To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

Specific tasks directly related to the post.

Front of House

- To provide developmental screening of children as requested by concerned carers/parents and professionals in liaison with the Health Visitor
- To participate in Team health promotion and health education activities as required including Child Health Promotion clinics.
- To carry out home visits as appropriate and directed by the health visitor.

Additional Information

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors, and employees.

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

Safeguarding Children and vulnerable adults

NELFT is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interest in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors, and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct

NELFT requires the highest standards of personal and professional conduct from all its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk.
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies.
- Be honest and act with integrity.
- Accept responsibility for my own work and the proper performance of the people I manage.
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community.
- Take responsibility for my own and continuous learning and development.

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter.

Information Security and Confidentiality

All employees are required to observe the strictest confidence regarding any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.

Equality and Diversity

NELFT is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality, and diversity, and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage, or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI) and Objectives

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

Date last reviewed: 10/04/2023.

Date to be reviewed: 10/04/2028.

Job evaluation reference number: NN/HV01

Person Specification

Please note if you do not meet all the criteria listed in the person specification, we encourage you to still apply, and development needs can be discussed at the interview.

Demonstration of Trust Values	Essential	Desirable	Measurement
<ul style="list-style-type: none"> Putting people first Prioritising quality Being progressive, innovative, and continually improve Being professional and honest Promoting what is possible, independence, opportunity, and choice 	✓		Application Form Interview Assessment

Qualifications	Essential	Desirable	Measurement
NVQ level 2 or equivalent standard of literacy and numeracy.	✓		Application Form Interview Assessment
NNEB or equivalent	✓		Application Form Interview Assessment
Educated to GCSE level	✓		Application Form Interview Assessment

Experience	Essential	Desirable	Measurement
Application Form Interview Assessment	✓		Application Form Interview Assessment
Experience of working within a team	✓		Application Form Interview Assessment
Experience of working to/being accountable to more than one person	✓		Application Form Interview Assessment
Experience of working in an NHS environment		✓	Application Form Interview Assessment

Knowledge	Essential	Desirable	Measurement
An awareness of NHS priorities	✓		Application Form Interview Assessment
IT Skills with Microsoft Office (Word, Excel, PowerPoint, Outlook)	✓		Application Form Interview Assessment
Able to communicate well verbally and in writing	✓		Application Form Interview Assessment
Good organisational skills	✓		Application Form Interview Assessment
Good interpersonal skills and ability to communicate with people at all levels	✓		Application Form Interview Assessment
Ability to work alone and as part of a team	✓		Application Form Interview Assessment

Other	Essential	Desirable	Measurement
To be able to travel efficiently throughout the area	✓		Application Form Interview
Flexibility	✓		Application Form Interview Assessment
Professional approach and attitude to both internal services and services to the public	✓		Application Form Interview Assessment
Awareness of issues of confidentiality	✓		Application Form Interview Assessment
Commitment to improving health and health services	✓		Application Form Interview Assessment